



## **EMBASSY OF THE UNITED STATES OF AMERICA**

**The U.S. Embassy has the following immediate vacancy for a suitably qualified individuals:**

### **Residential Security Coordinator**

The Residential Security Coordinator is responsible for managing the Mission's Residential Security Program (RSP); conducting residential security surveys, ensuring that Embassy-leased residences comply with Diplomatic Security (DS) and Post's residential security standards. The Incumbent reports directly to an Assistant Regional Security Officer (ARSO).

Under the direction of the ARSO, the incumbent also manages the Mission's Emergency Preparedness Program; orders, and maintains emergency action equipment at the Embassy and residential properties and conducts emergency awareness training. The incumbent will also be responsible for coordinating and ensuring that Embassy personnel are trained and prepared to respond appropriately to natural disaster incidents.

#### **Minimum Requirements**

- Bachelor's Degree in Business Administration is required.
- Minimum three years progressively responsible experience in real estate or general services management is required.
- English level IV, Tok Pisin level III.
- Must know and understand the regulations administered by DS as they relate to Residential Security and Emergency Preparedness.
- Must have a basis understanding of computer-based programs and must also be able to problem solve, plan and use initiative skills.

Salary: K48,330 – K62,010 per annum, plus benefits. Please note that *Housing* is not a condition of employment

Please forward a detailed resume with full supporting documentation clearly demonstrating your ability to meet the minimum requirements, and a reliable telephone/email contact to the following address:

**Embassy of the United States of America**  
**P.O. Box 1492, Port Moresby, NCD, PNG.**  
**Attn: Human Resources Assistant.**  
Email: [PersonnelPortMoresby@state.gov](mailto:PersonnelPortMoresby@state.gov)

**Applications close on May 03, 2013**

Only shortlisted candidates will be contacted. For those not shortlisted, we thank you for considering the U.S Government as a potential employer.

**THE USG IS AN EQUAL OPPORTUNITY EMPLOYER!**